



Job Announcement

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TTY/D use Maryland Relay Service

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| Opening Date: | July 18, 2008 | Closing Date: | August 1, 2008 |
| Job Title: | Recordation Clerk II | Position Type: | Contractual Full Time |
| PIN: | 922001 | FLSA Status: | Non-Exempt |
| Location: | Circuit Court for Wicomico County Salisbury, Maryland | Salary: | \$13.76 per hour (No State benefits) |
| Financial Disclosure: | No | | |

Essential Functions: Works in one or more of the following areas: scanning, recording, or indexing. Processes incoming land instruments at the counter and by mail determining recordability, calculating and collecting fees and taxes due. Processes charges and payments by using a cash register and reconciles cash register receivables each day. Scans, indexes, and verifies instruments by using a scanner and personal computer. Assists the public and attorneys by providing information about land records procedures at the counter, by telephone and via mail. Prepares outgoing mail. Maintains all indexes.

Education: High School Diploma or GED.

Experience: One year of land records related experience.

Preferred: Knowledge of land records and cash handling experience.

Skills/Abilities: Ability to communicate in an effective, patient, and tactful manner with customers and co-workers. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages. Ability to determine and calculate appropriate fees and taxes and provide appropriate information to customers. Ability to learn and apply all job related policies, procedures, rules, regulations and laws. Ability to interpret documents and procedure manuals. Ability to operate a 10 key calculator/keypad. Ability to operate a personal computer and type 35 wpm net with no more than 5 errors or 5,000 kph net with no more than 10 errors, as demonstrated by successful completion of a typing or alphanumeric data entry test, each test not to exceed 5 minutes. Ability to perform all essential functions of this position.

Please submit a Judiciary application (unsigned applications will not be accepted) or resume and cover letter stating position title. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Circuit Court for Wicomico County
PO Box 198
101 North Division Street
Salisbury, MD 21803-0198
Attn. Mark Bowen, Clerk of the Court

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.